



**DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY
HUMAN RESOURCES OFFICE
NAPLES, ITALY**

U.S. JOB OPPORTUNITY ANNOUNCEMENT

Position Title	Schools' Liaison Officer			Announcement Number	05NAP-039775-YD
PP-Series-Grade	GS-0301-07 KPP GS-09 OR GS-0301-09			Opening Date	09 MAY 2005
Starting Salary	GS-07 \$30,567 PA GS-09 \$37,390 PA	Work Schedule	Full-time Permanent	Closing Date	27 MAY 2005
Job Location	U.S. Naval Support Activity, Special Assistant To The XO, Public Affairs Office			Duty Location	Naples, Italy
Who May Apply	U.S. citizens residing in the Naples/Gaeta commuting area who meet the following conditions. 1. Family members eligible for Schedule A 213.3106(b)(6) appointments. 2. Current Federal employees serving under career or career conditional appointments. 3. Preference eligibles or veterans who have been honorably separated from the armed forces after substantially completing an initial 3-year term from active service. 4. Veterans' Recruitment Appointment (VRA) eligibles.				
About the Job	At the target level, the incumbent will serve as the liaison between DoDDS, NSA and all activities who utilize DoDDS services or facilities. The primary responsibilities of the incumbent are the school lunch programs and the bus safety monitor contract. Serves as the Commanding Officer's representative in daily business with the schools. Establishes and administers the Bus Monitor Program, preparing requisitions, collaborating with NRCC contracting office regarding assumption, termination and resignation of paid bus monitors and tracking funds expended by NSA. Studies the cost-effectiveness and efficiency of services provided to DoDDS under the DoDDS Support Agreement, making recommendations to the Commanding Officer on related organizational methodology and procedural changes to improve and expedite services provided. Coordinates security arrangements for school facilities and buses, developing contingency plans to cover the full spectrum, terrorist activity, strikes and natural disaster. Screens and approves/disapproves application for subsidized lunches, assigning sponsors with serialized card enabling obtain free/reduced price lunches for their children.				
OPM Qualification Requirements	<u>APPLICANT MUST MEET EXPERIENCE OR EDUCATION REQUIREMENTS:</u> <u>EXPERIENCE:</u> GS-07: One (1) year of specialized experience equivalent to at least GS-05 grade level is required. Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. GS-09: One (1) year of specialized experience, as described above, equivalent to at least the GS-07 grade level is required. <u>EDUCATION:</u> GS-07: One (1) Full year of graduate level education or superior academic achievement. GS-09: Master's or equivalent graduate degree or two (2) full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related. <u>(Copy of transcripts is required)</u>				
Tell us about your experience	1. Knowledge of regulations applicable to DoDDS. 2. Ability to understand the Commanding Officer's policies concerning services provided to DoDDS and NSA. 3. Ability to communicate effectively, both orally and in writing. 4. Ability to develop and coordinate a variety of plans (i.e. budget justifications, alternate bus monitor programs) with different individuals.				
Job Conditions	1. Must be able to obtain/posses a security clearance. 2. Must posses a current drivers license.				
Pertinent Information	1. Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position. 2. Application package, including documents required by the SOFA, must be submitted by closing date of this announcement. 3. Highest previous rate may be authorized. 4. Selection to this position will use your military spouse preference. 5. VRA applicants will be appointed to a Term Appointment.				

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